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John

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Directorate of Administration Planning, FY 86 - 91

FROM:

C/IMSS/OL

EXTENSION

NO.

DATE

16 Aug 85

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

EO/OL

2.

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C/IMSS/OL

15.

The DDA's memo at Attachment B asks that DA Goals and Assumptions for FY 85 be updated for FY 86. For the past few years, there have been very few, only-minor changes to those Goals and Assumptions from the previous year. This year, however, we believe more substantive changes are warranted in view of the growing requirements on OL as well as changes in the Agency because of political issues. The suggested response at Attachment A includes some of those suggestions.

Although the response has not been formally coordinated with the staff division chiefs, we have obtained informal guidance and suggested wording from [redacted] HOME; Andy [redacted] RECD; [redacted] PMS; and [redacted] P&TS.

The due date to the DDA is 19 Aug. Please return to IMSS with your approval and/or changes and we will send it to the DA Mgt Stf via Wang.

for Tony

0 to 12:
John, the changes you noted have been made, and the new proposed response to the DDA is at Att. A. The DDA's tasking memo, w/FY 85 Goals & Assumptions, is still at Att. B. Our first draft is at Att. C. (FYI only). After signing the reply at "A", pls return to us.

Tony

FORM 1-79 610 USE PREVIOUS EDITIONS

GPO : 1983 0 - 411-632

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20 AUG 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM: Henry P. Mahoney
Director of Logistics

SUBJECT: Directorate of Administration Planning, FY 1986
- FY 1991

REFERENCE: Multi-adse memo fm DDA, dtd 19 July 1985, same
subject (DDA 85-1829/1)

As requested by referent, we have reviewed the DA Goals and Assumptions for FY 85 and offer several suggestions for updating those documents for FY 86.

a. DA Goals for FY 86. Revisions are needed to emphasize several additional factors that are essential to the Office of Logistics -- and the entire Directorate of Administration -- if we are to successfully fulfill our support responsibilities. Those factors are the professionalism of our people, the quality of the products and services we provide, and the importance of accountability for the use of Government property. Suggested changes are:

(1) Paragraph 1, last sentence. "Rewarded for their performance" seems more appropriate than "Awarded...."

(2) Paragraph 2, 2nd sentence. Reword to read "...to the misuse of government facilities, property, and services."

(3) Paragraph 4. Reword as follows:

"4. As the support arm of the Agency, the Directorate exists to provide the people and other resources needed to enhance the efficiency of Agency operations and the accomplishment of its mission. Each DA component must provide services and products of the highest practicable quality and in a timely, efficient, professional, and courteous manner, applying the standards of excellence in the use of both personnel and materiel resources. In all our endeavors, we will encourage innovation and responsiveness and will delegate authority to the most appropriate levels."

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(4) Paragraph 5. Use last sentence of present paragraph 4, and renumber remaining paragraphs.

b. DA Assumptions for FY 86.

(1) Paragraph 6. Add: "The Agency's active participation in the ambitious program initiated by the State Department will require additional resources in this area."

(2) Paragraph 9. Reword to "Growth in Agency population and resources, and changes in the operational climate (occasioned by more widespread use of automation, for example), will result in increased requirements for space. As construction of the New Headquarters Building progresses, a carefully monitored system of configuration management will be essential in coping with changing requirements for facilities and systems."

STAT


Henry P. Mahoney

SUBJECT: Directorate of Administration Planning, FY 1986 -
FY 1991

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OL/IMSS, 20 Aug 85

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11/22

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Director of Logistics

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- FY 1991

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a. DA Goals for FY 86. Revisions are needed to emphasize several additional factors that are essential to the Office of Logistics -- and the entire Directorate of Administration -- if we are to successfully fulfill our support responsibilities. Those factors are the professionalism of our people, the quality of the products and services we provide, and the importance of accountability for the use of Government property. Suggested changes are:

(1) Paragraph 1, last sentence. "Rewarded for their performance" seems more appropriate than "Awarded...."

(2) Paragraph 2, 2nd sentence. Reword to read "...to the misuse of government facilities, property, and services."

(3) Paragraphs 3, 4, and 5. ~~Rearrange and~~ reword as follows:

"3. As the support arm of the Agency, the Directorate exists to provide the people and other resources needed to enhance the efficiency of Agency operations and the accomplishment of its mission. Each DA component must provide services and products of the highest practicable quality and in a timely, efficient, professional, and courteous manner, applying the standards of excellence in the use of both personnel and materiel resources."

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different ways to state the same thing

"4. We must maintain the infrastructures and mechanisms to meet the Agency's daily as well as special needs, including the support of covert action and anti-terrorist operational activities, realizing, at the same time, our obligation to minimize costs where feasible.

"5. We must recognize the sense of urgency associated with the Agency's mission and continually question how our daily actions can better contribute to a quality intelligence product delivered on a timely, objective basis. In all our endeavors, we will encourage innovation and responsiveness and will delegate authority to the most appropriate levels.

"6. We will also foster reasoned risktakings throughout the intelligence process, aggressively pursue requirements, and improve inter- and intra-directorate coordination.

"7." (continue with and renumber remaining paragraphs).

b. DA Assumptions for FY 86.

(1) Paragraphs 1 and 2. I understand that the Agency's personnel ceiling continued to grow during FY 85 but at a much lower rate than in previous years and that the Agency population will continue to grow in FY 86 as we come up to previously approved ceiling levels. This, of course, brings concomitant requirements for facilities and other resources. In the Headquarters area, we still have unfulfilled requirements for additional space. And, as you know, space requirements are predicated not only on numbers of personnel but also on changing operational needs. The question of stability in population is more appropriately Bob Magee's to address; but, in any event, I think we should adjust these two assumptions for FY 86, perhaps along the following lines:

Does O/BTF confirm

(a) Paragraph 1. "Fiscal Year 1986 will be a year of growth for the Agency, in terms of both population and resources. However, increasing pressures to protect U. S. citizens and interests from international terrorism, while the country wrestles with solutions to rising budget deficits, will result in a relatively unstable situation."

for whom ??

SUBJECT: Directorate of Administration Planning, FY 1986 - FY 1991

(b) Paragraph 2. "This instability will extend to the resource base of the Directorate: There will be continued emphasis on cost effectiveness and efficiency but, at the same time, increasing demands for quick response to the numerous support requirements of other Agency components. The large ongoing initiatives..."

(2) Some additional suggested changes are:

[Redacted box]

or (b) Paragraph 9. Reword to "Growth in Agency population and resources, and changes in the operational climate (occasioned by more widespread use of automation, for example), will result in increased requirements for ~~land~~ space. As construction of the New Headquarters Building progresses, a carefully monitored system of configuration-management will be essential in coping with changing requirements for facilities and systems."

(c) Add a new paragraph: "12. Continued news media reports of procurement fraud, waste, and abuse, and the resulting Congressional interest in procurement practices, plus recent legislation in this area, will place greater responsibilities on contracting personnel at all levels to ensure that contracting activities are carried out in conformance with existing Agency policies and procedures."

Henry P. Mahoney

*This applies to
the entire Agency
population, not just
contracting personnel*

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